High Tunstall College of Science
Teacher of Science and STEM Lead Job Description

1.	INTRODUCTION

NAME:

POST TITLE:	**Teacher of Science and STEM Lead**
SALARY:	**MPS/UPS +TLR2A**

Post Purpose:
- To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Head Teacher.
- To be an effective professional who demonstrates that they have:
- Thorough curriculum knowledge,
- Effective teaching skills and the ability to assess effectively,
- The ability to take responsibility for their own professional development
- Students who achieve well.
- To actively promote the identity of STEM across the College
- To ensure the provision of a high quality and inclusive STEM curriculum
- To ensure the provision of high quality and inclusive STEM opportunities outside of the mainstream curriculum
- Oversee the implementation and evaluation of STEM plans across the college

Reporting to:	**Faculty Leader and Senior Leadership Team**
Working Time:	Full time as specified within the STPCD
Disclosure level	Enhanced DBS

2.	TEACHING

- To teach students according to their educational needs identified through data analysis and identified need e.g., the Inclusion Register, including the setting and marking of work to be carried out by the student in college and independent learning (homework).
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records in the agreed Teacher Planner.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and our science specialism are reflected in the learning / teaching experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the course / programme of study.
- To maintain discipline in accordance with the college's Behaviour for Learning procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning (homework).
- To undertake assessment of students as requested by external examination bodies, faculty / subject team leader and college procedures.
- To mark students' work with a level / grade and give written / verbal and diagnostic feedback as required.

3.	OPERATIONAL/ STRATEGIC PLANNING:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the teams to which you belong.
- To contribute to the teams' development plans and their implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole college's planning improvement activities. In particular to plan to promote STEM skills, knowledge and opportunity across the curriculum to give students, parents, carers and the wider community access to specialist STEM opportunities and experiences.

4.	CURRICULUM PROVISION:

- To assist the Faculty/Subject Leader and the College Development Group to ensure that the curriculum area provides a range of teaching which complements the college's strategic objectives.
- To assist the College's Careers Lead in promoting STEM careers.
- To lead on the teaching of appropriate skills required to access STEM employment opportunities across the curriculum.
- To ensure and co-ordinate appropriate and plentiful, high quality extracurricular STEM clubs and provision for enrichment for all groups of students.

5.	CURRICULUM DEVELOPMENT:

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the college's Vision and Strategic Objectives.
- To provide a timeline of College STEM related events to be publicised in a timely and effective manner to reach maximum audience and purpose.
- To make strong links with STEM tertiary providers within the town and beyond to educate students and teachers about the most up to date and innovative STEM courses and developments.

6.	STAFFING:

- To take part in the college's staff development programme by being an active member of a CPD Improvement Team to further training and professional development.
- To engage actively in the Performance Management Review process.
- To ensure the effective involvement of inclusion assistants, when supporting the delivery of your lesson, and incorporate their work into lesson planning.
- To work as a member of a designated team and to contribute positively to effective working relations within the college.
- To work effectively with colleagues across the STEM faculties to shape STEM skills and knowledge within STEM curriculum.

7.	QUALITY ASSURANCE:

- To help to implement college quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of your teams' work in line with agreed college procedures, including evaluation against quality standards and performance indicators / baseline data. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of study.

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the college.

8. MANAGEMENT INFORMATION:

- To maintain appropriate records and to provide relevant accurate and up-to date information for the college's Management Information System, registers, statement reviews etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform learning and teaching.

9. COMMUNICATIONS & LIAISON:

- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the college e.g., Social Services
- To follow agreed policies for communications in the college.
- To take part in liaison activities such as parents' evenings, tutor days and liaison events with partner primaries and FE Colleges.
- To contribute to the development of effective subject links with external agencies, in particular, to make links with STEM educational and employment providers to ensure appropriate STEM information and opportunities reach students and their parents.

10. MANAGEMENT OF RESOURCES:

- To assist the Team Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students, college and the faculty.
- To effectively manage any funds and resources associated with the development of STEM programmes

11. PASTORAL SYSTEM:

- To evaluate and monitor the progress of students and keep up-to-date student records.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate colleague(s) to problems experienced by students and to make recommendations as to how you can support possible solutions.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the college concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to the content and delivery of PSHCE and citizenship and enterprise according to college policy. To provide expert STEM knowledge where appropriate for these courses.
- To apply the Behaviour for Learning systems so that effective learning can take place.

12. COLLEGE ETHOS:

- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the college in meeting its legal requirements for a daily act of collective worship.
- To promote actively the college's corporate policies.
- To comply with the college's Health and Safety policy and undertake risk assessments as appropriate.

13.	**ADDITIONAL DUTIES:**

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

14.	**SIGNATURES:**

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
          (Postholder)

Signed _____
          (Headteacher)

Dated _____
          (Postholder)

Dated _____
          (Headteacher)

Person Specification for Teacher of Science and STEM Lead

Attributes	Essential	Desirable	Assessment
Qualifications and Training	1. Qualified Teacher Status 2. Degree	1. Evidence of Continuing Professional Development linked to curriculum development	• Application form • Letter of application • References
Experience	3. A consistently good or outstanding practitioner capable of generating high student outcomes at secondary level 4. Evidence of supporting students through key transitional periods of the lives 5. Leading initiative(s) within a faculty or across several faculties to successful completion	2. Be able to demonstrate strategies to raise attainment across the College 3. Leading initiative(s) whole school 4. Supporting and liaising with parents/carers and wider community in order to inform and promote STEM skills and knowledge 5. To have existing relationships with STEM educational and workplace providers	• Application form • Letter of application • References • Interview • Teaching task
Knowledge and Understanding	6. Understanding and clear vision of the importance of Science in school and in life 7. Clear understanding of planning differentiation into the curriculum 8. Understanding of how to develop the use of ICT and numeracy across the curriculum 9. Understanding of how to use data to inform planning 10. Understanding of the OFSTED framework, particularly with reference to teaching 11. Understanding of the STEM agenda and the importance of STEM in education and future workforce	6. Sound knowledge of the national agenda in regards to Curriculum change 7. Understanding of how to implement and monitor academic progress 8. Understanding of how to drive and monitor STEM initiatives within a faculty or whole school	• Letter of application • References • Interview • Teaching task

Skills and Personal Qualities	12. To lead by example 13. Highest standards of professional conduct 14. Ability to form positive relationships with students, colleagues and parents 15. Able to communicate effectively orally and in written form 16. Ability to prioritise and time manage effectively 17. Ability to use ICT packages and systems 18. Be a passionate advocate of STEM education and equal access to all	9. Ability to liaise with different groups to achieve a positive outcome 10. Positive approach to problem solving	• Application form • Letter of application • References • Interview